

DEPUTY SHERIFF SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This is important law enforcement work involving responsibility for supervising the activities of Sheriff's Office personnel on an assigned shift or unit. An employee in this class assigns, inspects, and instructs the work of Sheriff's Office personnel. General supervision is received from a higher-ranking Sheriff's Office officer. An incumbent assists deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. A Deputy Sheriff Sergeant does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises subordinate deputy sheriffs;
- Assigns deputies to specific areas of patrol or investigation;
- Receives complaints from public concerning crimes and emergencies;
- Patrols areas to enforce laws, investigate crimes, and arrest violators;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Serves court orders and processes;
- Contacts the Sheriff, Detectives, or other department personnel who may be off duty while organizing on-duty staff to cope with major accidents, emergencies, or crimes;
- May be assisted to perform in specialized areas of investigation such as Juvenile, Narcotics, Vice, etc.;
- May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
- Prepares and reviews a variety of records and reports associated with law enforcement work;
- May be assigned responsibility for supervision and maintenance of departmental equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles, practices, and techniques of police work; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; skill in the use of firearms; ability to acquire skill in the use of special equipment including police radar and breathalyzers; skill in the operation of a patrol car; ability to plan and supervise the work of others; ability to apply first aid; ability to deal firmly yet courteously with the public; good powers of observation; ability to follow and communicate written and oral directions; good judgement; good character; excellent physical condition.

PROMOTIONS QUALIFICATIONS:

Candidate must be permanently employed in the competitive class in the Cattaraugus County Sheriff's Office as a Deputy Sheriff and have three years of law enforcement experience as a Deputy Sheriff and/or Police Officer.**

** An associate degree (or higher) in criminal justice/criminology may be substituted for two years of the required experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 3/8/2023